King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual
	Chapter 5 **Intake, Transfer and Release**

5.02.014 - Fingerprints, Photographs, and DNA Collection		Approved By:	Director Allen Nance
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Policy
It is the policy of the department to facilitate the collection of fingerprints, photographs, and DNA by the King County Sheriff's Office or other law enforcement entities to the extent allowed or required by state law and/or court order, and to require a photograph of all residents to be stored in the Jail Management System (JMS) for each new booking.

References

RCWs:	43.43.735
	43.43.754
Department Forms:	Incomplete Identification (F-512)
Department Policies:	4.01.009 - Resident Wristbands
	4.01.023 - Video Recordings
	4.03.014 - Use of Force
	5.04.007 - Releases

Definitions
AFIS: Automated Fingerprint Identification System, and the name of a section within the King County Sheriff's Office.

A. General Guidelines

1. DAJD shall work with King County Sheriff's Office (KCSO) AFIS staff to ensure that KCSO AFIS is able to fingerprint and photograph every resident who is booked into a DAJD facility.
2. A reasonable attempt shall be made to obtain fingerprints and photographs for all bookings.

B. Procedure

1. All residents booked, shall be referred to KCSO AFIS for fingerprints and photographs.
   a. When residents cannot be fingerprinted or photographed for medical, psychiatric, or security/safety reasons, officers shall:
      1) Move the resident to an appropriate housing location.
      2) Refer the resident to KCSO AFIS for a later attempt, by completing an Incomplete Identification Form(F-512). The ITR sergeant must sign this form for authorization.
      3) Mark the resident's booking packet, indicating photographs and prints are needed.
      4) Ensure the resident has a wristband, following department policy 4.01.009 - Resident Wristbands .
   b. When a resident refuses to provide either fingerprints or photographs:
      1) Staff shall inform the Intake, Transfer and Release (ITR) sergeant.
         a) The ITR sergeant shall ensure the Incomplete Identification Form (F-512) is completed.

b) For charges originating from a King County District or Superior Court, the booking officer shall ensure a copy of the Incomplete Identification Form (F-512) is placed in the Court Services basket.
c) Court Services staff will include the Incomplete Identification Form (F-512) in their report to the court.

c. If a resident is called for release that still needs fingerprints and photographs, the Release Officer will have the resident fingerprinted and photographed at the time of release.
d. If the resident still refuses to provide fingerprints or be photographed, the ITR Sergeant will be notified, and the steps listed below in section C will be followed.
1) If unable to complete a request before the resident is to be released, at least one (1) digital photograph shall be taken using a DAJD owned camera prior to release by the release officer. The photograph shall be uploaded into JMS.

C. Compelling Fingerprints

1. If a resident who is being released has not been fingerprinted or photographed and is still refusing to cooperate or upon receipt of a court order compelling fingerprints, imaging, or DNA collection; staff members shall:
a. Contact the ITR sergeant.
b. The ITR sergeant shall:
1) If a court order arrives by itself and directs the department to perform the use of force or provide facilities for the use of force, immediately contact the shift commander.
2) Assess and attempt to resolve the situation by utilizing de-escalation techniques, including a cool-down period when feasible.
3) Consult with the shift commander to determine the need for an extraction team or Corrections Emergency Response Team (CERT) activation.
c. When a use of force is necessary, follow department policy 4.03.014 - Use of Force, for any anticipated use of force.
d. Video the incident, following policies 4.03.014 - Use of Force and 4.01.023 - Video Recordings .
e. In advance, contact Jail Health Services (JHS) (via a Registered Nurse and/or Psychiatric Evaluation Specialist) for a consultation regarding contraindications.
f. Complete a threat assessment to identify options and formulate a tactical plan.
g. If force is used, request JHS staff evaluate the involved inmate (whether injuries are apparent or not) as soon as reasonable.
h. Comply with requirements for reporting use of force.
i. Make appropriate documentation regarding the resolution of the issue.